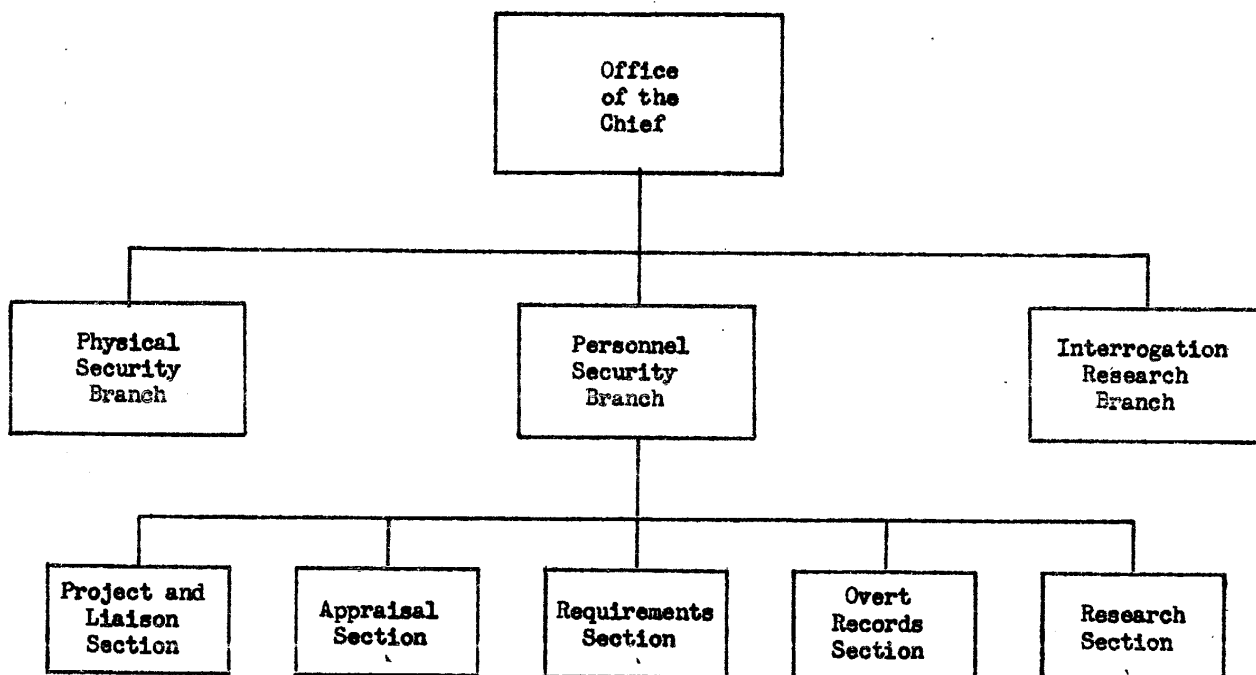


TAB

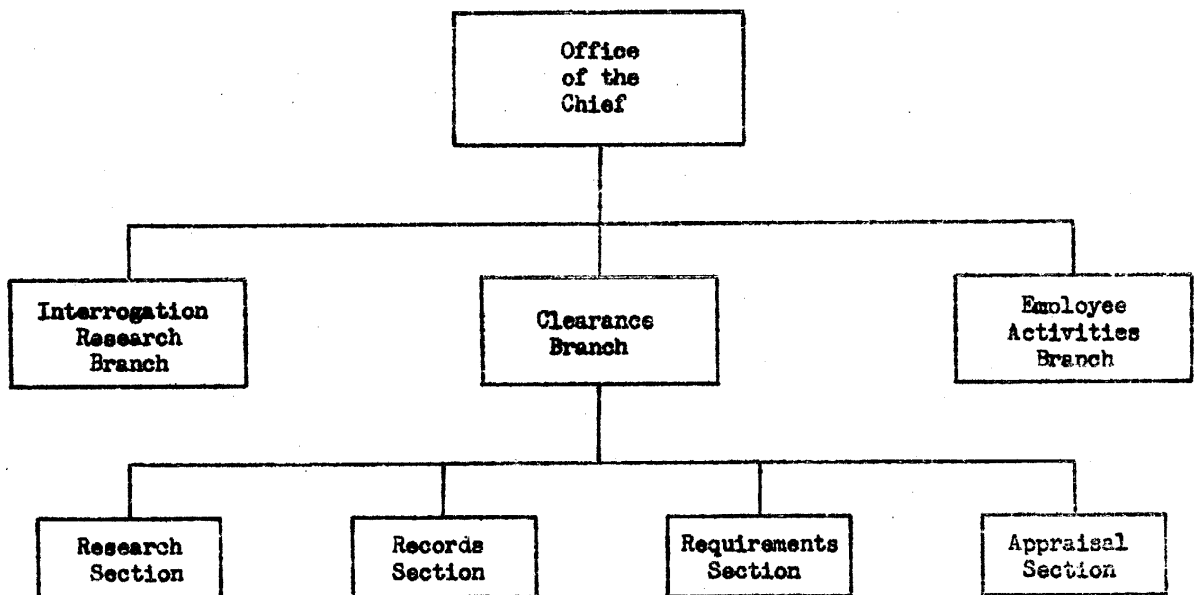
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Security Office
Security Division
Present Organization Structure



S E C R E T

Security Office
Personnel Security Division
Proposed Organisation Structure



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STATEMENT OF FUNCTIONS
PERSONNEL SECURITY DIVISION
SECURITY OFFICE

The Chief, Personnel Security Division, under the direction of the Deputy for Personnel and Physical Security, shall:

1. Initiate and determine the scope of all personnel security investigations for overt and semi-covert personnel.
2. Appraise and analyze the field investigations submitted for overt and semi-covert personnel for adequacy of coverage, pertinence of information and any evidence bearing upon the security aspects of each case.
3. Approve such personnel for employment or association with the Agency as employees, consultants, or contractors and recommend their disapproval for security reasons.
4. Conduct a program of review and re-appraisal of employees and initiate action for those persons determined to constitute a security risk.
5. Maintains personnel reference files on all but covert personnel and controls dissemination of such personnel security information to other components of the Agency and to other agencies.
6. Conduct a program of exit briefings for personnel leaving the Agency as well as departing for overseas.
7. Approve from a security standpoint the transfer of employees between components of the Agency.
8. Conduct interviews by means of general and special interrogation techniques to augment and assist in personnel investigations.

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9. Review for possible security implications all requests by employees to participate in various outside activities, to assure that no conflict with Agency interest would result from such an association.
10. Clear employees of other agencies for liaison with the Agency and for attendance at Agency orientation and indoctrination briefings.
11. Clear domestic sources of intelligence information for use by the Contact Division, Office of Operations.

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S E C R E T

STATEMENT OF FUNCTIONS

CLEARANCE BRANCH

PERSONNEL SECURITY DIVISION

SECURITY OFFICE

The Chief, Clearance Branch, under the direction of the Chief, Personnel Security Branch, shall:

1. Initiate and determine the scope of all personnel security investigations for overt and semi-covert personnel.
2. Appraise and analyze the field investigations submitted for overt and semi-covert personnel for adequacy of coverage, pertinence of information and any evidence bearing upon the security aspects of each case.
3. Approve such personnel for employment or association with the agency as employees, consultants or contractors and recommend their disapproval for security reasons.
4. Conduct a program of review and reappraisal and initiate necessary action on those persons determined to constitute a security risk.
5. Maintain personnel reference files on all but covert personnel and controls dissemination of such personnel security information to other components of the Agency and to other agencies.
6. Conduct a program of exit briefings for personnel leaving the Agency as well as departing for overseas.
7. Approve from a security standpoint the transfer of employees between components of the Agency.

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8. Prepare analyses of available security information on persons and organizations that are of interest to Security Office personnel as well as other Agency officials.
9. Maintain a library of current publications which pertain to Security Office operations.
10. Clear employees of private firms who enter Agency buildings to perform services.
11. Clear the guard and char force operating within Agency buildings.
12. Clear domestic sources of intelligence and technical information for exploitation by the Contacts Division and other offices of the Agency.

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STATEMENT OF FUNCTIONS
INTERROGATION RESEARCH BRANCH
PERSONNEL SECURITY DIVISION
SECURITY OFFICE

The Chief, Interrogation Research Branch, under the direction of the Chief, Personnel Security Division, shall:

1. Conduct interviews by means of general and special interrogation techniques to augment and to assist in personnel investigations.
2. Train operators in the use of equipment and methods used in conducting such interrogations.
3. Conduct continuing research on equipment and in improved methods and techniques employed in the conduct of such interrogations.

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S E C R E T

STATEMENT OF FUNCTIONS
EMPLOYEE ACTIVITY BRANCH
SECURITY OFFICE

The Chief, Employee Activity Branch, under the direction of the Chief, Personnel Security Division, shall:

1. Render security guidance with respect to Agency employees group social activities.
2. Furnish advice as requested by Agency employees on the completion of questionnaires and applications pertaining to their outside activities.
3. Clear Agency employees for attendance at meetings and conventions, and for attendance at outside schools and all courses of instruction.
4. Clear all papers, speeches and writings of, or concerning, Agency employees for presentation outside of the Agency and clear employees to engage in private foreign travel, part-time employment and other activities which may be of interest to the Agency from a security stand-point.
5. Render advice and assistance regarding court appearance of employees and furnishing of affidavits for loyalty hearings.
6. Clear employees of other agencies for liaison with the Agency and for attendance at Agency orientation and indoctrination briefings.
7. Reply to correspondence from persons outside of the government, when security considerations are involved.

S E C R E T

PERSONNEL SECURITY DIVISION

SECURITY OFFICE

DISCUSSION:

1. The organizational arrangement of the proposed Personnel Security Division is based upon the objective of placing those clearance functions pertaining to personnel in one organizational entity at division level. The proposed division accomplishes this for overt and semi-covert clearance work. The organization is composed of a nucleus of the Personnel Security Branch, to be redesignated the Clearance Branch, and includes the Interrogation Research Branch. This branch will remain with no change in functions, but its total staff will be decreased. A recently created element designated the Employee Activities Branch will complete the division structure.
2. The physical security activity has been transferred with all functions and established as a division and is discussed in the appropriate tab. All functions pertaining to the Safety Program has been transferred with two positions to the Physical Security Division as they are related to the building security functions performed by that division.
3. The T/O of the Interrogation Research Branch has been reduced by 13 positions. When the branch T/O was established provision was made in excess of immediate needs to provide for training requirements. The present number of positions is considered sufficient to continue the program.
4. The functions of Clearance Branch will remain the same with the elimination of the Project and Liaison Section which is to be abolished as an element. The section was established to effect liaison with other government agencies and to serve as a point of contact with Agency representatives bringing name check requests to the Security Division. This function is now performed by one person in the branch Office of the Chief. The division of functions performed by the Requirements and Appraisal Sections is considered proper in order to maintain objectivity in handling clearances.
5. During the survey of the Security Control Staff it was readily apparent that those functions pertaining to a review of employee outside activities in which the Agency might have an interest, could be isolated. In an effort to bring as much personnel clearance work as possible within the same sphere it was further apparent that this could best be handled within one operating

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element. The proposed Employee Activities Branch accomplishes this objective and separates the day to day review of employees activities from policy matters as is discussed in Tab C. Due to a substantial increase in employee activities an addition of 4 positions is proposed.

6. Due to realignment of functions and a decrease in positions which were not filled no increase in the division total strength is necessary.